

Professional and Managerial Branch
Fiscal and Financial Group
Auditing Series

AUDITOR I

10/97 (TLW)

Summary

Under general supervision, perform routine duties such as documentation of work flow and execution of audit tests under the city's internal audit program.

Typical Duties

Participate in assigned audits. Involves: examining records, reports, operating practices and other documentation for compliance with established control procedures; assisting in interviews of personnel in audited area to gain information related to procedures performed, transactions processed and reports generated to support audit tests and conclusions; assisting in identification of key control points within the system of internal control as a result of the interviews; preparing audit work papers, documenting each step in the audit program, ensuring information is presented clearly, concisely, accurately, in logical format and in accordance with approved audit program and the Internal Audit policies and procedures manual; performing transaction and compliance testing to evaluate the existence, efficiency and effectiveness of internal control procedures; documenting result of tests and inquiries by preparing acceptable working papers which record and summarize data on the assigned audit segment.

Perform related work as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing delegated duties and responsibilities sufficient to maintain continuity of normal operations and similarly performing any duties of subordinates or coworkers; assisting in oral or written presentations to management.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Information Sciences, Engineering or related degree; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: research methodology and information analysis. Some knowledge of: principles and practices of auditing and internal control; computer applications such as word processing, spread sheets and database programs.

Ability to: employ logic or scientific principles to define problems, collect data, establish facts, comprehend consequences of situations and draw valid conclusions; rapidly acquire knowledge of governmental laws, rules and regulations governing accounting activities of municipal government; analyze data, detect deficiencies and recommend corrective measures; maintain effective working relationships with fellow employees, City officials and outside auditors; express oneself clearly and concisely, both orally and in writing; prepare analytical reports and maintain related detailed records.

Skill in the safe care and operation of: automated information systems and personal computers, associated peripheral equipment and applications programs.

Special Requirements: Be available for work beyond standard workday or workweek hours as necessary.

Director of Personnel

Department Head